



**Oaklands Primary School**

**After School Club  
supervision expectations**

**Date of issue: September 2025**

## **After School Club (ASC) Supervision**

All members of staff to ensure they have a walkie talkie.

Staff to be strategically placed. Laura Smith (ASC Lead) to ensure this takes place. If Laura is not present, she should allocate this role to another member of the team or let them know in advance where they will be placed.

**Hall** - At least one staff member must be in the main hall. Another staff member must supervise the dining area. There should not be any children in blind spots.

If children are using laptops, they can only access: -

- CeeBeebies Games
- TTRS
- Numbots
- Purple Mash

No free roaming of the internet

**Top Playground** - No access to bushes or paddock. There are not enough staff to properly have roaming supervision.

A full first aid kit must be taken.

A headcount of children must be taken periodically by staff at the top, taking into account children who have gone to the toilet, which will have been communicated via walkie talkies.

One member of staff must be on the field. This adult must continually range the zone to ensure that they regularly have eyes on all children playing on the field.

One member of staff must position themselves at the entrance to the top playground, to monitor who is entering and leaving. The member of staff at the entrance will have an electric counter to keep track.

Whenever a child leaves the top playground, the member of staff at the entrance must radio down to the main hall to let them know. When the child arrives, the member of staff in the main hall must confirm this. This member of staff will also have an electronic counter to keep track of children.

If the child is going down to use the toilet, this must be relayed via radio to the member of staff in the main hall, who will check that they have arrived safely, and when they are finished will confirm whether they are returning to the top or staying in the main hall.

Whenever a child is transitioning from one area to another, staff must make each other aware via radio.

When children are new to ASC, they should be given a short induction e.g. expectations around asking permission to go from one area to another, asking permission to use the toilet, shown which toilets to use etc.

When Reception pupils start in September, staff must be especially vigilant with them. They may allocate older children to act as buddies, but this does not replace staff's supervisory expectations.

### **Supervision During Events (e.g., Parents' Evening)**

#### **Relocation of ASC:**

When the school hosts events requiring parent access, such as 'Meet the Teacher' or 'Parents' Evening,' the ASC will relocate to the Year 6 classroom. Parents will collect their children from the Year 6 gate.

#### **Parent Access and Security:**

Parents will only be allowed access to the rest of the school via the main reception. All other gates will remain locked to maintain security.

#### **Playground Access for ASC Children Only:**

Only children attending ASC will have access to the bottom playground during these events. This will be clearly communicated to all parents prior to the event to avoid any confusion. Staff must ensure all gates to the playground are securely locked at all times.

#### **Playground Supervision and Movement:**

Children will choose whether to play outside; there will be no unsupervised movement between the classroom and the playground. At the start of each session, staff will ask which children want to play outside. Those children will be escorted to the playground and directly supervised.

#### **Headcounts and Staffing:**

A headcount will be taken for children in the Year 6 classroom and those on the playground, with numbers recorded on the electronic counter. There must always be two members of staff supervising the playground.

#### **Entry and Exit Points:**

Children will enter and exit the playground via the Year 5 classroom.

#### **Toileting Procedures:**

Children should be encouraged to use the toilet before going to the playground. If a child needs to use the toilet while outside, staff must radio the Year 6 classroom to inform them which child is on their way. The Year 6 classroom staff will radio back when the child arrives and again when the child is returning to the playground. Playground staff must confirm the child's arrival.

#### **Changing Settings:**

After 30 minutes, children will be given the option to change settings (e.g., move from the playground to the classroom or vice versa). One member of staff from the playground will escort any children wishing to come inside and will collect children wishing to move to the playground.